



Nurses Middle College Charter High School – Capital Region
Board of Trustees Meeting Minutes
September 26, 2022, 6:30 PM
200 Henry Johnston Blvd, Albany, NY 12210

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Brenda Robinson, DNP, MSN, RN, Deborah Elliott, MBA, BSN, Mary Therriault, MS, RN., and Maxine Smalling, MS, BS(N), RN, Mark Little, PhD, Joseph Porter, J.D.

Board members not in attendance: David Brown, MBA, Angela Antonikowski, PhD,
In attendance -Pamela McCue, CEO, NursesMC
via Zoom: Leslie Thomas-Roper, CSBM

I. Call to Order: Dr. Birkhead called the meeting to order at 6:30 pm. Quorum established.

II. Discussion/vote to approve meeting minutes of August 22, 2022.

On motion by Dr. Robinson, seconded by Mr. Porter, the board unanimously voted to approve the meeting minutes of August 22, 2022.

III. Financial Report

Ms. Roper-Thomas (CFO) presented a report of Profit and Loss for the first 2 months of the fiscal year. She informed the board that expenses for these two months amounted to \$24,973 and were for services provided by CSBM, NursesMC, and for legal services. She informed the board these expenses were paid for by Nurses MC until CSP funds were released by the state. Dr. McCue informed the board that the school's UEI number was received today and that possibly in November funds could be accessed.

Ms. Elliott informed the board that she was meeting monthly with Ms. Roper-Thomas and NursesMC to review all financial activity and that a checking account would be opened this week.

IV. CMO Updates

A. Facility – Dr. McCue informed the board that she, Dr. Birkhead and Dr. Robinson have a meeting and a site visit scheduled the next day regarding facilities. She stated that one property looked very promising regarding location, ample parking, and available space.

B. Fundraising

Dr. Birkhead presented to the board a 3-year strategic philanthropy plan with goals that the fundraising committee, facilitated by NursesMC, developed. The plan consists of two phases. Dr. McCue informed the board that NursesMC will manage the tracking of donations, create the marketing materials, and manage the acknowledgements for donations for the committee. Dr. Birkhead informed the board that although the fundraising committee was spearheading this work, it was necessary for all board members to actively participate in these activities by

connecting local donors/organizations to committee members, making the ask themselves, and/or giving a donation directly to the school.

C. HOS/Principal

Dr. McCue informed the board that Mr. Jan Zadoorian accepted the position for Principal/Head of School and will be starting October 3rd. His first day will be spent in Providence with the NursesMC staff. A question was asked about the next hires for Albany. Dr. McCue informed the board that the next critical hire will be the enrollment and parent coordinator. The school needs to recruit 130 students for year 1.

V. Open Public Comment

No public comment

VI. Adjournment

On motion of Ms. Therriault, seconded by Dr. Robinson, the board unanimously voted to adjourn at 7:24 pm.